



Richmond Refinery | Incident and Injury Free

4Q Proactive Event: Near Loss Reporting and Hand Safety

**Week 1 Discussion Topic: Introduction and
Definitions**

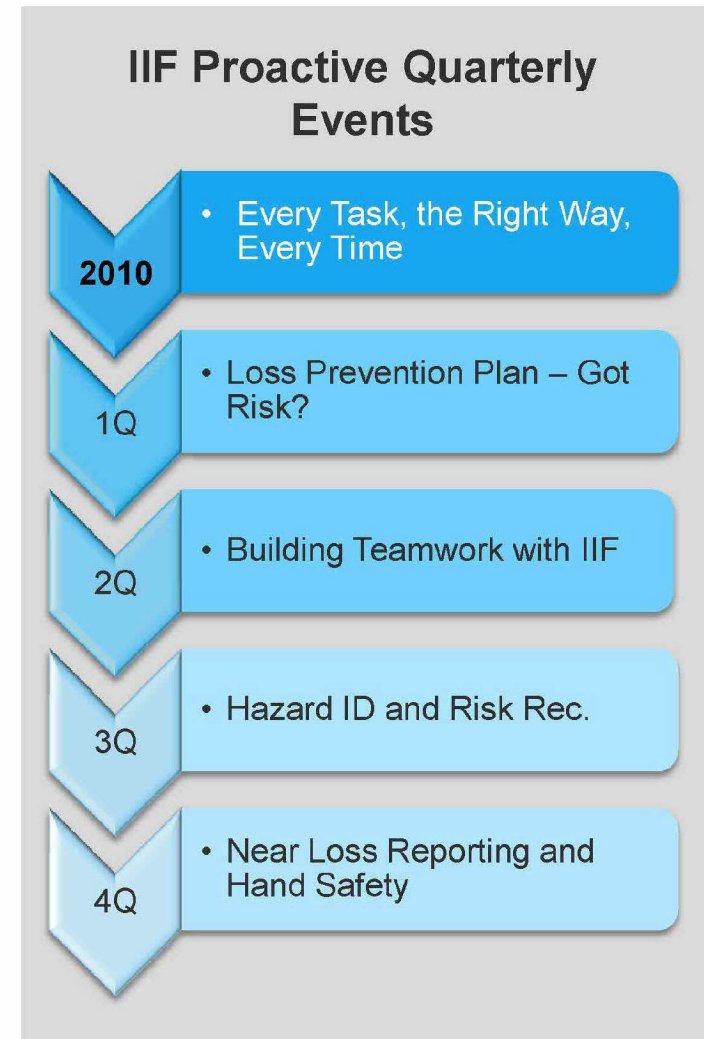
October 11, 2010

IIF Proactive Quarterly Events



This quarter will we be discussing Near Loss reporting, hand safety, and provide a review of our previous proactive events.

- We won't be adding a new task or procedure.
- We will be talking about why these topics are important to us personally.





Week 1. Deliverables

- Today: Introduce the 4Q Proactive event and define Near Losses.
- At the end of the 4th Quarter:
 - Enhance the knowledge of Near Losses and increase Near Loss Reporting at Richmond Refinery.
 - Share why we feel hand safety is important.
 - Review key learning from our Quarterly proactive events.



What is a Loss?

A loss includes (but are not limited to) the following:

Physical Injuries

Equipment Damage

Unplanned repairs and maintenance

What is a Near Loss?



A Near Loss (also know as a Near Miss) is an event which, under slightly different circumstances or if left unmanaged, could have resulted in a loss.

Near Losses include all unsafe working conditions and unsafe behaviors.

How are Near Losses currently being reported?



If a near loss has been identified, the person who identified the near loss is responsible for documenting and submitting the loss or near loss information.

Near losses can be submitted:

1. into the IMPACT ERM database,
2. verbally to a supervisor,
3. anonymously through the TOP program,
4. by completing a Near Miss "Green" Card – *preferred for Contract Partners.*
5. An alternative method for near loss reporting is in development.

In IMPACT ERM:

1. Click Add First Report
2. Choose your Org.
3. Select Near Loss
4. Click Create First Report of Near Loss
5. Enter Supervisor
6. Enter Short Description
7. Enter Date/ Time
8. Enter Weather
9. Enter Long Description
10. Enter Corrective Actions taken
11. Click Review
12. Click Save

[FIRST REPORT
INSTRUCTION SHEET](#)

Discussion



- Why do you think a discussion topic related to Near Losses is important?
- Has anyone in the room experienced a Near Loss?
- Do we need to document them?



Take 5 to Recognize

Proactive Engagement takes courage.



Take 5 to Recognize



Purpose – Meaningful, personal recognition done on a regular basis.

When – Select a recurring team meeting and include a short topic on recognition.

Why – We have many great things happening and people deserve to hear that people see and appreciate their efforts.

How – Identify a pinpointed task or behavior that had a positive impact on our business or our work environment. Share it with your team.

“Who Did What?” and “Here’s Why It Made a Difference.” All who hear the recognition can share the recognition with the receiver if they were not present to hear it.